

GOVERNMENT OF TELANGANA
ABSTRACT

School Education - Steps to be taken for the safety and security of the children in the schools in the State – Instructions Issued.

SCHOOL EDUCATION(GENL.) DEPARTMENT

G.O.Ms.No. 36

Dated: 16-12-2017

Read the following:-

1. From the Commissioner & Director of School Education, Telangana, Hyderabad, Lr. Rc. No. 564/PS.3- 1/PED/2017, dt.16-09-2017.
2. Govt.Memo.No.7268/SE.Genl/A2/2017, dated 05.10.2017.
3. From the Asst.Registrar, Supreme Court of India, Notice in WP (Civil) No.874 of 2017, dated 23.09.2017.
4. Orders dt.30.10.2017 of the Honble Supreme Court of India in WP (Criminal) No.136/2017 with WP (Civil) No.874 of 2017 (PIL-W).
5. Govt.Memo.No.7268/SE.Genl/A2/2017, dated 06.10.2017.
6. From the Commissioner & Director of School Education, Telangana, Hyderabad, Lr.Rc. No. 564/PS.3-1/PED/2017, dt. 07.11.2017.

ORDER:-

The safety and security of the children in the schools in the State is of utmost concern and importance to the Government. The responsibility for this safety and security of the children in the schools lies primarily with the school authorities. It is bounden duty of the schools to provide the environment to the children, where they feel safe and free from any form of physical or emotional abuse or harassment.

2. Based on the report of the Commissioner & Director of School Education, Telangana, Hyderabad, as received in the references 1st and 6th read above and in view of the Hon'ble Supreme Court orders mentioned in the reference 4th read above which is to issue detailed Guidelines and as per the provisions of the Right of Children to Free and Compulsory Education (RTE) Act 2009, the Government hereby direct all the unaided/aided private schools and schools affiliated to different Boards such as CBSE, ICSE, IB, Cambridge etc., in the State to implement the Guidelines pertaining to the safety and security of the children as follows:-

- (i) (a) Get the security /safety audit done of their premises and personnel from their respective local police station and follow the security related advice for the safety of the school children.
- (b) Install CCTV Cameras at all vulnerable areas/points in the school premises and ensure they are functional at all times. .
- (c) Ensure that supporting staff is employed only from authorized agencies and proper records are maintained.
- (d) To constitute a Parent-Teacher-Students Committee to address the safety needs of the students and to take regular feedback from the Parents in this regard.
- (e) The access to the school building by outsiders should be controlled and visitors monitored. Maintain Visitors register for every entry and exit of all persons / staff / parents.
- (f) To provide training to the staff so that they discharge their responsibilities properly and promptly to protect children from any form of abuse.
- (g) The school shall constitute Committees for redressal of the Public/ Staff/ Parents/ Students grievances, Internal Complaints Committee on Sexual Harassment and Committees under POCSO (Protection of Children from

(p.t.o.)

Sexual Offence) Act, 2012 and details of these Committees along with contact details shall be displayed prominently on School Notice Board and conspicuously on the School Website for the information of all the stakeholders.

- (h) To engage lady conductors and provide separate toilets for drivers and the house keeping team etc.
- (i) Presence of a female attendant to be ensured for pre-nursery to primary sections outside the wash rooms / toilets / changing rooms in all the schools.
- (j) The children travelling by school bus should be the responsibility of the school from the time they board the school bus till they are handed over to their parents.
- (k) That a person employed with the schools, if found guilty/charged of any criminal offence / antecedents, besides Protection of Children from Sexual Offences Act (POSCO) and Juvenile Justice Act, should be immediately terminated.

(ii) Implement **the Model Education Code** prepared by National University for Educational Planning and Administration in 2015. This can be viewed/downloaded from <http://www.nuepa.org> . A hard copy of the same is also enclosed herewith as Annexure-I.

(iii) Implement comprehensive set of Guidelines on the Safety and Security of Children issued by the Ministry of Human Resource and Development(MHRD), Govt. of India communicated vide D.O.Lr.No.10-11/2014-EE-4 of Addl.Secretary(SE) dt.09.10.2014. This can be viewed / downloaded from <http://mhrd.gov.in> . A hard copy of the same is also enclosed herewith as Annexure-II.

(iv) Implement the Guidelines for Safe and Effective use of Internet & Digital Technologies in schools and school buses issued by CBSE vide Circular No.Acad-32/2017, dated 18.08.2017 communicated by MHRD, Govt. of India. This can be viewed/ downloaded from <http://cbse.nic.in> .

(v) Implement the **Regulatory Guidelines** for the private 'Play Schools' framed by National Commission for Protection of Child Rights(NCPCR) communicated vide D.O.No.2501/13/2016-17/NCPCR/RTE/49579, dated 21.12.2016 of the Member, NCPCR, based on the National Early Childhood Care and Education (ECCE) Policy of 2013, of the Ministry of Women and Child Development, Govt.of India, New Delhi, issued vide No.6-3/2009-ECCE, dt.27.09.2013. This can be viewed/downloaded from <http://ncpcr.gov.in> .

(vi) Implement the **Guidelines on School Safety Policy, 2016** prepared by the National Disaster Management Authority, Govt. of India. This can be viewed/downloaded from <http://www.ndma.gov.in> .

3. The Commissioner & Director of School Education, Telangana, Hyderabad, is directed to take necessary action to communicate these Guidelines to all the unaided/aided private schools and schools affiliated to different Boards in the State. He must also ensure that the above Guidelines are followed scrupulously by all the schools and any violation / lapses with regard to implementation of these Guidelines will invite stringent action against the school managements, including withdrawal of recognition / NOC of the school concerned.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF TELANGANA)

RANJEEV R. ACHARYA,
SPECIAL CHIEF SECRETARY TO GOVERNMENT

To
The Commissioner & Director of School Education, Telangana, Hyderabad(we).

(Contd.P.3)

Copy to

The Regional Joint Director of School Education, Hyderabad and Warangal(we).
All the District Educational Officers in the State(we).

//FORWARDED BY ORDER//

SECTION OFFICER

ANNEXURE-I TO UOMS.NO. 36, SE (Genl) Deptt.
dt. 16.12.2017.

MODEL EDUCATION CODE

Practices and Processes
of School Management

National University of Educational
Planning and Administration



PROTECTION OF CHILDREN

According to the UN Declaration of the Rights of the Child, 1989, as ratified by Government of India on 11th December 1992: every child needs special protection to develop physically, mentally, morally, spiritually and socially in a healthy and normal manner and in a condition of freedom and dignity. Every school should initiate steps and develop schemes for safeguarding the rights of children as part of its continuous effort to encourage them to become responsible and productive citizens who are able to face challenges of life confidently”.

- 5.1. The Right to Free and Compulsory Education Act, 2009, categorically bans corporal punishment and states: “No child will be subjected to physical punishment and mental harassment.” (Section 17(1))
- 5.2. Special attention should be given to security of girls. Schools should provide a safe and supportive environment, free from exploitation and abuse, with adequate sanitary facilities to all children. Such an environment will benefit both girls and boys equally.

Safety of Children during Natural Disasters and other Hazards

- 5.3. Every school should take all the necessary steps to protect the children from natural and man-made hazards like earthquake, flood, fire, stampede, landslide, pollution etc..
- 5.4. Do’s and don’ts for these hazards have to be prominently displayed. Mock drills to prevent any harm from disasters should be conducted regularly.
- 5.5. Each school should observe all fire safety norms, as laid down by the fire department. Water, fire- extinguishers and sand buckets should be easily accessible, available and operational. It should be ensured that fire extinguishers are well within the expiry date at any given point of time.

- 5.6. Every school should formulate an advance school safety plan which includes training and guidance of children in averting incidents likely to cause injury or threaten lives and to avoid or mitigate any loss or suffering. Such training should include fire safety drill, emergency evacuation exercise and earthquake safety measures.
- 5.7. Schools situated in industrial areas should create additional awareness about the routine to be followed in the event of gas leak or other possible industrial disasters. Evacuation and First Aid arrangements for rapid action should be made. Safety drills with respect to this should be regularly held.

Safety of Children in School

- 5.8. Construction work in school should be carried out during holidays or after school working hours.
- 5.9. All schools should be properly fenced.
- 5.10. Terraces, balconies, should be appropriately fenced with a reasonably high wall of at least 4 feet. Access to and presence in the balconies and on terraces should be supervised by some responsible adult.
- 5.11. Water storage tanks and septic tanks should be properly covered with bold indication marks. If there are wells in or around the school premises, they should be fenced, clearly marked and children made aware of the need to stay away from them.
- 5.12. After school hours, all rooms, laboratories and toilets should be checked before the building is locked for the day.
- 5.13. Schools should ensure that all electrical fittings and appliances are as per safety norms. All electric wires must be insulated and joints covered. Periodic inspection of all the electric points must be conducted.
- 5.14. All play equipments like swings, see-saws, slides, gymnasium equipments must be checked periodically. Joint hooks, edges, surface coating must be carefully examined for possibility of becoming loose, causing abrasion etc..
- 5.15. Playgrounds should be free from rusted nails, broken glass, sharp-edged stones etc.. Long wild grass and beehives should be removed periodically. The playground should be neatly levelled for the safety of children.
- 5.16. No child should be allowed to leave the school during school hours except with duly authorized permission.
- 5.17. Classroom furniture should be designed keeping in mind children's comfort and safety. Furniture should also not have sharp edges or abrasive surfaces.

Safety of Adolescent Children

- 5.18. The students of secondary classes need special care and attention as they undergo a rapid physical growth and changes associated with adolescence and puberty.
- 5.19. Age-appropriate adolescent and life-skills education should be provided in school including appropriate awareness about HIV/AIDS.
- 5.20. Special support, counselling and appropriate facilities should be available to girls during their menstruation cycles.
- 5.21. All schools should provide age-appropriate sex education, create awareness and build systems to protect students from becoming victims of sexual harassment or exploitation.
- 5.22. Teachers should be oriented to notice and identify possible signs of abuse. The children must have the possibility, the awareness and the confidence to share with their teachers episodes of sexual harassment as urgently as possible. Students must be aware of the need to report and discuss any unease as soon as they feel and be aware of ways to prevent sexual harassment.
- 5.23. To ensure confidentiality, schools could place secure complaint boxes, where children can put their complaints/suggestions. The school may designate a sensitive lady teacher as a counsellor and/or the person with whom such fears/episodes may be discussed without fear or shame. The school will devise a mechanism to address these issues.

Physical, Emotional and Mental Safety

- 5.24. No child will be subjected to physical punishment, threats, terror or mental harassment on any count.
- 5.25. Teachers will not use derogatory remarks, verbal or written, which may negatively impact the self-esteem of a child.
- 5.26. Teachers will not humiliate or disgrace the child in private or in the presence of others, especially fellow students.
- 5.27. All students will be treated with respect and dignity. School will administer discipline in a fair and non-biased manner.
- 5.28. The school will ensure that no child is hurt, harassed or subjected to bullying by other students or outsiders in the school premises on way to school or on way back home.
- 5.29. The school will create a system of addressing students' grievances (refer chapter on Code of Conduct for students).
- 5.30. The school will provide mentoring to the victims of bullying as well as to the students who participate in bullying.

- 5.31. Teachers should mediate to resolve conflicts in a non-judgmental and non-blaming manner and promote mutual understanding and respect to resolve the issue.

Health Safety

- 5.32. Health details of all children should be available with class teacher. If a student needs some special interventions, the teacher concerned and head of school should know it, so that appropriate and, if needed, emergency services can be provided.
- 5.33. Schools should ensure that safe drinking water is available to students. It should be stored in clean utensils, always covered and ladles available to pour water. Children must be educated to not dip their hands in the drinking water.
- 5.34. Cleaning of underground/overhead tanks and water-coolers must be done periodically. Date of cleaning and next due date of cleaning should be clearly displayed on the tank.
- 5.35. Schools must have proper outlets for waste water and ensure there are no stagnant water puddles in the school premises in order to prevent mosquito breeding.
- 5.36. Adequate hand-washing facilities like soap should be available in school.
- 5.37. School canteens and Mid-Day Meal kitchens must conform to the specified norms and hygienic standards. (Refer to chapter 15 on School Health for details)
- 5.38. Schools should create awareness about harmful drugs and alcohol abuse as well as ensure that students understand the dangers of substance abuse and its harmful impact on health. (Refer to chapter 15 on School Health for details).

Safety of Children outside School

- 5.39. The school must make all students aware of traffic rules.
- 5.40. The school should make efforts to organize, with the help of SMC or through appropriate authority, construction of speed breakers and installing of signages proclaiming GO SLOW, SCHOOL AHEAD outside the school, to control the speed of traffic in front of the school.
- 5.41. No liquor or tobacco shops or shops/outlets for other such products should be allowed close to or just outside the school.
- 5.42. Children are frequently taken to places outside the school for sports, excursion, tours and to participate in inter-school competitions. The school should ensure that children are accompanied by sufficient number of responsible adults and teachers, as per norms specified by the appropriate authority.

- 5.43. While hiring school buses, the school should ensure that the bus is in good condition as per the norms and registered with the Transport Department and that the Driver has a valid license.
- 5.44. The school should ensure that children do not visit water bodies like rivers, ponds and pools without proper and sufficient escorts.
- 5.45. Names, addresses and telephone numbers of all the students going for an out-of-school activity should be available with the school and with the accompanying staff.
- 5.46. Special care should be taken to ensure safety of girls on their way to school, within the school premises and while returning home.

ANNEXURE-II TO GO.MS.NO.36, SE (Gen) Dept

4.16.12.2017.

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Annexure R



Vrinda Sarup
Additional Secretary
Tel: 2338 3226
E-mail: vsarup@nic.in



सूचना का
अधिकार

भारत सरकार
मानव संसाधन विकास मंत्रालय
स्कूल शिक्षा और साक्षरता विभाग
शास्त्री भवन

नई दिल्ली - 110 115

GOVERNMENT OF INDIA

MINISTRY OF HUMAN RESOURCE DEVELOPMENT

DEPARTMENT OF SCHOOL EDUCATION & LITERACY

SHASTRI BHAVAN

NEW DELHI-110 115

9th October, 2014

D.O. No.10-11/2014-EE.4

Dear

Secretary,

For realization of the goals of universalization of elementary and secondary education, it is critical to ensure safety and well being of children in schools. Suggested preventive mechanisms and procedures should be put in place in the schooling system alongwith relief and redressal strategies in case of any incident.

2. While State Governments have undertaken a number of initiatives to ensure safety and security of children in the schools, a set of guidelines on the same is enclosed, for your attention and appropriate follow up action.

3. I would be grateful if you could provide personal leadership and direction in institutionalizing a system for safety and security of school children in your State.

4. Kindly apprise us of the action taken.

Vrinda Sarup

Yours sincerely,

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Vrinda Sarup
(Vrinda Sarup)

To

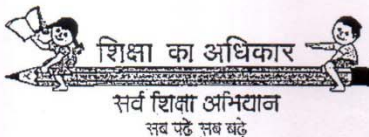
All Education Secretaries - 35

All SPDs, SSA - 36

All SPDs, RMSA - 35

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10/10/14
at 4:45 PM



4.1 Physical:

4.1.1 Location:

Schools located near the highway, busy main roads, unmanned railway crossings or water bodies/ canals/ seasonal rivers etc. are hazardous for the children, as most of the children come to school and return unattended by guardians. Also during playtime, children may wander off to unsafe surrounding, including under construction civil works within the campus and places where materials are stored. Schools located in commercial areas and having tobacco selling shops nearby the school pose a different type of threat where children's health and safety may be affected insidiously. Eve teasing is another problem which the older girls may face at certain locations on the way to schools and this may ultimately lead to school avoidance by girl students.

While new sites for schools may be chosen keeping these points in mind, for the existing schools the following may be considered on priority:

- Boundary wall or double fencing with plantation, with provision of a gate which can be locked.
- Removal of sale points of objectionable materials through special drive, to be repeated at regular intervals. Community policing for sale of tobacco/ drugs etc. could also be taken up.
- Ensuring the safety of the approach to schools may require permanent civil work solutions like building of approach roads/ bridges etc. or behavioural changes like traffic management and escort duty to facilitate children's safety.
- Training of children and teachers to negotiate the specific hazards en route to the school.
- Community awareness needs to be generated to impact parental choice so that they select schools within the neighbourhood, instead of making children commute long distances every day.
- States need to vigorously and constantly enforce traffic rules about colour of school buses/ vehicles and the background of the drivers and helpers engaged therein should be additionally verified by the local police. School buses may also be encouraged to hire women helpers on the vehicles, as an additional safety feature for girls.

4.1.2 Building:

The buildings should be physically sound, all-weather structures with the following facilities and structural parameters:

- Drinking water source and toilets to have clean and aseptic draining/ soak-pits/ waste disposal.
- Secure and separate kitchen shed within the school premises, equipped with storage facilities and a cooking area which can be maintained free of insects, rodents etc.

- The buildings should be resistant to earthquakes, fire, safe from floods and other calamities as the children are more vulnerable to be harmed and less likely to be able to react effectively in case calamity strikes.
- The buildings should be kept free from inflammable and toxic materials. If storage of some inflammable material (eg: fuel for cooking mid-day meal) is inevitable, they should be stored safely.
- The school should have adequate emergency exits.
- There should be adequate supply of water and sand for fire-fighting purposes.
- This essentially means a 'building safety audit' be done for each and every school with the specific points of emergency outlets, school steps/ ramps, buildings to be free of inflammable materials, storage of construction materials and other structural issues.
- Reducing structural vulnerability of existing school buildings, which is often the root cause of death and injury of school children, is a resource intensive solution and would require time. Therefore, as a risk reduction effort, a Disaster Preparedness and Response Plans at individual school levels should be prepared to ensure that the children are in a better position to respond effectively or to tackle any emergency within the school environment. The School Disaster Management Plans may further be supported with constitution of disaster management teams, training of the disaster management teams on basic life supporting skills and development of a school level emergency kit. Existence of such kits at the school level will be of great help during any post disaster search and rescue operation within the school premise or in the nearby area. Many States had taken up this initiative with support from National Disaster Management Authority and the existing Manuals may be used as a starting point till each school is verified for safety requirements.
- Preparation of a standard Checklist to assess the existing structural risks in the school buildings-this particular activity can be taken up at the State level and a ready-made checklist can be provided to for reference of each school. The standardized checklist can then be further modified at the local level as per the requirement.
- In the longer term, preparation of retrofitting guidelines would be needed to strengthen the schools found vulnerable. This will necessitate preparation of phase-wise execution plan for carrying out the retrofitting of school buildings. Along with the strengthening work, a sensitization programme for the students, teachers and surrounding community people on the importance of structural and non-structural retrofitting will also be required.

4.1.3 Campus:

One of the serious hazards for children in schools is uncovered, exposed, loose electricity cables and wires. Out of curiosity or in playful mood or accidentally, there is possibility of touching or pulling the live wires causing fatal hazard to life. The condition of the school play-ground should be levelled to avoid falling down of

children. Digging of wells, bore wells etc. should be cordoned off securely to prevent children from falling in. Schools having secluded rooms/ corners within the campus have the possibility of anti-social activities which can prove to be hazardous for children, particularly for girls. Also construction of additional class rooms/ toilets etc may pose potential danger to children due to exposed construction materials/ building under construction and these should be made out of bounds for children. Review of safety within the campus must be taken up by the head teacher and teachers continuously.

4.1.4 Classroom:

The class rooms should be white washed at periodic intervals and dusted regularly to maintain the class room hygiene. The windows should be secure and there should be no broken glass or fittings hanging loose. Black board in the class room may be hung, placed in a three legged stand or kept on a chair. Black boards are also attached to the walls of the classroom. In case of loosely placed black board in the classroom, there is a possibility of accidents, both minor and major, to the children while moving around in the class room. While constructing school building, provision of adequate ventilators and windows in the classroom should be considered. Air flowing through the ventilators keeps the class room airy and fresh and the children also feel fresh and energetic to get involved in the teaching-learning process. Class room floor should not be broken or uneven and may need to be repaired/ maintained annually.

4.1.5 Teachers and staff:

- It is important that the States devise processes to verify the antecedents of not only all teachers but also other contractual or subordinate staff deployed in schools. In addition, oversight by Government's own administrative and monitoring machinery needs to be prescribed realistically so as to ensure that schools and teachers are monitored regularly.
- There should be a conscious attempt to have at least one female teacher in every school and also to have more women as cooks, helpers and other staff in the schools. Head teachers and principals must be tasked to supervise the other teachers and ensure that no child is abused in any manner by the staff or even older children.
- In the event of a teacher or employee being in a drunken/ intoxicated state, the environment of the school is vitiated in addition to the risk posed to the children. Head teachers must show a zero tolerance for such stray incidents.
- Continuous education of teachers on the principles of child rights and the drills for safety and security in the event of disasters and accidents needs to be systematically planned, beyond the ambit of the in-service academic training of teachers. States may do so in convergence with Red Cross, National and State Disaster Management Authorities, SCPCRs or even non-government organisations.
- The aspects of teacher's sensitization on response to disasters and respect for child rights should also be actively woven into the pre-service training of teachers, so that in the years to come the new teachers entering the teaching profession are already well versed with these critical issues. Challenging gender stereotypes and other inherent

biases prevalent in the society can be intensively done in the pre-service teacher training.

4.1.6 Excursions and trips:

Whenever schools organize excursions and trips, for any reason what-so-ever, the onus of safety and security of the children is totally upon the school authorities. The transportation used must be verified for road worthiness and the driver for antecedents and experience. Sufficient number of male and female teachers must be deployed so that boys and girls are adequately supervised. Arrangements for board and lodging should be made keeping in view the security and safety of the children. Instructions issued vide D.O. letter number 32-5/2014-RMSA-I dated 28.7.2014 of this Department ~~are~~ reiterated.